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This draft memo with attachments
was submitted to D/L as a staff report
which could be used in discussions with
C/BPS absence or could be forwarded to
his staff and his own information of p

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File Policies & Guidelines

This paper was discussed with D/L and DD/L (the latter had to leave in the middle of the meeting). D/L stated opinion construction not in DDS directive; also rules

MEMORANDUM FOR: Deputy Director for Support out Supply Div. to [REDACTED] want
THROUGH : Director of Logistics BPS to pursue leasing plans of approx. 15,000sf and outside accommodations for "bulk storage".
SUBJECT : Space Saving and Component Consolidation Planning
(Progress Report)

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1. This memorandum is for information only.

THE PROBLEM

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2. On 9 February 1970, a meeting was held on the above subject which was chaired by Robert L. Bannerman, DDS and attended by John W. Coffey, ADDS, [REDACTED] DC/PS-DD/S, John F. Blake, D/L and the undersigned. At the beginning of the meeting Mr. Bannerman presented conditioning factors to any Agency space planning effort: (a) it has been almost impossible to convince the DCI that additional space should be acquired to help solve our space problems; (b) new projects needing space continue to be approved and some existing activities have legitimate requirements for additional space; and (c) space for staging which is absolutely necessary for carrying out moves involving major adjustments has shrunk to 500 square feet. It was Mr. Bannerman's desire that the Building Planning Staff survey the space assigned to each Directorate to see what might be reclaimed or gained through rearrangements, including particularly such areas as conference rooms.

3. Mr. Bannerman requested that the principle of planning ahead be applied to Agency space planning rather than waiting for requirements to be dropped upon us. He coupled this thought with the equally important concept that components now dispersed should be regrouped and brought together thus benefiting the component and at the same time accumulating space which can be saved in the process. The Offices of Communications and Security were considered as prime possibilities and it was determined that a pilot study should be made of one.

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4. [REDACTED] were mentioned by Mr. Bannerman for consideration in possible space conversions even including major renovations.

ACTION

5. The Building Planning Staff has assembled and reviewed statistics, special reports, space blueprints, and periodic machine tabulations. This information covers personnel, assigned space, and space utilization.

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Many questions and doubts arise when limiting the review primarily to a paper examination. Much of the information is submitted by the various components and reported changes have not been checked in person. To make a thorough study and verify the information on record it would be necessary to make an intensive room by room inspection of all areas with potential savings, and to discuss the functions of the responsible office and actual use of many areas. Only in this way can individual pieces of space be identified and marked for saving through any reorganization or consolidation.

6. Space identified as being inefficiently used cannot normally be recovered without a reorganization of the component involved, which action would be very expensive. Also it is important that there be a plan for the use of space which is "saved". It has been found in the past to be practically impossible to utilize small pieces of space which could be saved in any constructive manner such as a turnaround area or for a single unit, without an expensive and enormous checkerboard or reshuffling exercise. This would be particularly true in relation to the scattered pieces of space represented by individuals who will be leaving as a result of the Agency's ceiling reduction.

7. No limitation has been placed on the search for areas in which potential savings may lie and where turn-around space may be found. Possibilities have been grouped in five categories: Office Space (Att. I); Conference/Briefing Space (Att. II); Storage Areas (Att. III); Special Areas (Att. IV); and [redacted] Space (Att. V). Each of these categories carries items which BPS considers represent possible savings for allocation against high priority requirements or to be garnered for flexibility and turn-around space. However, most of these potential savings could only be turned into real savings through extensive reorganizations.

8. The Building Planning Staff is examining space retrieval possibilities which could benefit the Agency in solving its immediate problems, i.e. SPS and OSP. However, since the primary gains will come through component consolidations, BPS is also concentrating upon ways to make these moves in FY 1972 to 1975. This will be the result of a basic space management effort which will provide maximum improvements in Agency space utilization and in the supervision and management of its affairs pending the conclusion of the ten year building planning and construction program at the Headquarters site. The accumulation of the necessary basic facts, procedures and operational details covering all Agency components had been set forth in the BPS Building Planning Program for FY 1970 and 1971. This ground will have to be covered under any conditions, so with slight changes in priority and timing, and with some added requirements, BPS will do the research and planning necessary to meet the interim (5 year) space needs of the Agency.

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TENTATIVE CONCLUSIONS

9. The Agency requires up to 15,000 to 20,000 square feet for turn-around and phasing during the consolidation of a component or for checkerboard moves in a series of resettlement steps.
10. Cover, compartmentation and secure areas bring added complexities to any move and may thwart some.
11. Ultimately the most inexpensive, least disruptive and most efficient system would be to move a component into its permanent quarters, which space would be conceived as an integral part of the Master Construction Plan.
12. Planning over the next two years will provide the necessary preparatory information for carrying out the desired component consolidations by 1975.
13. At the conclusion of the period of reconfiguration and reassembly, if the two floors and warehouse space have been added to the Printing Services Building, the Magazine Building can be returned to GSA custody.
14. Greater operational effectiveness and better managerial supervision and control will exist.
15. Also after consolidations, operations vis a vis the Headquarters Building and outlying locations will be less expensive; i.e. less travel, greatly reduced telephone communications, fewer courier stops, space saved from ceiling reductions(generally not reclaimable without reorganization), release of Magazine Building(current annual rent \$300,000 with projected rental of at least \$410,000 using current Rosslyn rental rates beginning in 1975, when contract is renegotiated).

POSSIBLE SOLUTIONS

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16. Dispersal - Through the relocation of components or elements thereof to [REDACTED], space for which the Agency is now paying rent could be made available for turn-around staging areas. This would facilitate the consolidation effort, and at a later date would permit the release of space back to GSA thus relieving the Agency of some rental cost. Such relocation of Agency elements would require a high level decision and the personnel involved would face considerable difficulty in locating housing accommodations.

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(a) An office such as [REDACTED] could be accommodated at [REDACTED] if both [REDACTED] were used. New construction already planned or refurbishing of existing buildings already surveyed or a combination of the two would have to be completed in order to accommodate an office of that size. (See Attachment V) Other smaller elements could be supported more readily at the two Stations.

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(b) [REDACTED] - OTR would transfer certain of its courses now being run at [REDACTED]. With tight scheduling present classroom space would be adequate to include this new load. The office space for the instructors and perhaps an extra classroom or two could be arranged within the 4,000 square feet of space in the basement of the Administration Building. This area was originally designed as a fallout shelter. (See Attachment V).

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(c) [REDACTED] - The transfer of the Supply Division from the Ames Building, Rosslyn to [REDACTED] would place two related logistical elements together. The advantages of this appear at this time to outweigh the gain to be had from having Supply Division close to Procurement Division, and other Logistics Offices. Of even greater importance would be the release of one full floor of space (11,035 sq. ft.) to be used for staging during the component condensing program. Some material would have to be moved into a Butler building and offices constructed similar to the other offices now in the central warehouse. (The Chief of the Central Depot suggests that it might be preferable to conform an existing Butler into office space as has been done before. It is recognized that this would not be the best type of office space). After the component condensing effort has been completed in three to five years, Supply Division could return to its former area if experience indicated that this was a more preferable location. (See Attachments III, and V) Supply Division space at the present time includes a secure area of 2580 sq. ft.

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17. Construction - It would take one to two years to project and arrange for the necessary moves, and two to three more years to carry out these plans. This effort could save thousands of feet of space which otherwise would be unreclaimable because of its minuscule and scattered state. At least a minimal construction effort is recommended at this time in order to economically and efficiently retrieve unused, poorly used or freed space. The two floors, for which supporting columns have already been built, should be added to the Printing Services Building with extension for heavy special purpose activities and warehousing. This would accommodate all of OC except ACT, Signal Centers, and OC aspects of [REDACTED] on the top floor (3rd floor). The 2nd floor would accommodate all of ORD. Such an effort would bring a major DDS&T component back to the Headquarters site and consolidate the Office of Communications.

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18. Construction Plus Magazine Turn-Around - The newly constructed PSB space would equate to the floor space in the Magazine Building and the projection of this planned sequence of moves would eventually evacuate that building permitting it to be returned to GSA at the end of the present contract in 1975. A projected \$410,000 of yearly rental cost would be saved thus amortizing the new construction in about ten years. The Magazine Building would be used as a staging area in the process of condensing other offices.

19. Short Term Lease - If planning and constructing the addition to the Printing Services Building cannot be arranged within the near future, the Agency should move forward to acquire on a short term lease of three years from date of contract, approximately July 1971, about 15,000 to 20,000 square feet as a turnaround area for the condensing program. It will undoubtedly require a new approach to the DCI to obtain his approval. However, the gain to the Agency in terms of concerved space management, efficiency and outright cost is potentially so great that the effort should be made to obtain his approval of a short term lease through GSA IF it is not possible to construct the addition to the Printing Services Building.

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[REDACTED]
Chief, Building Planning Staff

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